

POLICY CHECKLIST – FAMILY CHILD CARE CENTERS

Use of form: DCF 250.04(2)(e) and (f), 250.055(1)(g), and 250.06(3) require the licensee to develop, submit to the department, implement, and provide to the parents written plans, policies, and procedures for the following categories. Asterisked (*) items are required to be included in your policies. The other items listed are not required to be in your policies but are strongly recommended. Use of this form is mandatory under DCF 250.11(3)(c)8., 250.11(4)(a)4., and 250.11(5)(b)4. Failure to submit this completed checklist to the department may result in license denial, other enforcement action or issuance of a non-compliance statement. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Instructions: Whenever policies are updated, submit a dated copy to your licensing specialist along with a completed policy checklist. Identify the page number on which you address each point and the effective date of each section. Policies shall be dated, and the pages numbered. You may wish to keep a copy of this completed checklist for your records.

Name – Facility	Facility ID
Name – Center representative	Telephone Number

I attest that these policies meet licensing rules and accurately reflect my program as implemented.

SIGNATURE – Center Representative

Date Completed

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: _____
_____	GENERAL INFORMATION	
_____	Non-discrimination statement.	
_____	Number of children the program is licensed to serve.	
_____	Ages of children served.	
_____	Hours, days, and months center is open, and holidays that center is closed.	
_____	Holidays: paid or unpaid.	
_____	Items posted for parents: license certificate, results of latest monitoring visit, any enforcement action issued by the department and any stipulations, conditions, exceptions or exemptions. 250.04(2)(i)	
_____	Procedure to ensure that the number, names, and whereabouts of children in care are known to the provider at all times. 250.055(1)(L)	
_____	Licensee will give parents a summary of licensing rules, “Your Guide to Regulated Child Care,” which is available from the Child Care Information Center. 250.04(4)(b)	
_____	Parents may visit at any time, unless restricted by court order. 250.04(4)(a)	
_____	Daily attendance record. 250.04(6)(b)	
_____	A child may not be released to any person who has not been previously authorized to receive the child. 250.055(1)(k)	
_____	Alternate arrival / release.	
_____	Parents / guardians under the influence of alcohol or drugs.	
_____	Communication with parents.	
_____	Confidentiality of information. 250.04(7)(b)	
_____	* Insurance coverage on the premises. 250.04(2)(g)	
_____	* Insurance coverage on the business operations. 250.04(2)(g)	
_____	Parents, upon request, have access to all records and reports maintained on his or her child, unless restricted by court order. 250.04(7)(b)2.	
_____	Mandated reporter of child abuse and neglect. 250.04(8)	
_____	Concealed weapons restrictions, if applicable.	
_____	Items provided by parents / provider.	

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: _____
_____	* ENROLLMENT AND DISCHARGE OF CHILDREN 250.04(2)(e)1.	
_____	Trial period.	
_____	Enrollment procedure (meet with provider to discuss child’s specific needs).	
_____	Forms to be completed and timeline for submission.	
_____	Enrollment options: full-time, part-time, hourly, drop-in.	
_____	Discharge procedure: reasons for discharge by provider, amount of notice from provider, fees charged.	
_____	Withdraw procedure: process for parent to remove child from care, amount of notice required from parent, fees charged.	

Name – Facility		Facility ID
Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: _____
_____	* FEE PAYMENTS AND REFUNDS 250.04(2)(e)2.	
_____	When fees are due.	
_____	Third-party payments and co-payments.	
_____	Enrollment or registration fee, if any.	
_____	Fees when children are absent.	
_____	Fee for late pick-up, if any.	
_____	Fee for late payment, if any.	
_____	Rate sheet (full-time, part-time, drop-in, any differences by age group).	
Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: _____
_____	* CHILD AND PROVIDER ABSENCES 250.04(2)(e)3.	
_____	* Procedure to contact a parent or guardian if a child is absent from the center without prior notification. 250.04(2)(e)3.	
_____	Vacation: licensee / provider's and child's (indicate when notice is to be given and amount of fee payment required).	
_____	Sick days, other absences: licensee / provider's and child's (indicate when and if fees are to be paid).	
_____	Emergency back-up provider (unplanned absence).	
_____	Substitute provider (pre-planned absence).	
Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: _____
_____	* ORIENTATION PLAN – Employee, volunteer or substitute 250.04(2)(f)	
_____	* Procedure for ensuring each employee, volunteer, or substitute receives an orientation before beginning work. The orientation shall contain: 250.05(4)(a)	
_____	* Names and ages of all the children in care. 250.05(4)(a)1.	
_____	* Current arrival and departure information for each child, including the names of people authorized to pick up the child. 250.05(4)(a)2.	
_____	* Review of children's records, including emergency contact information. 250.05(4)(a)3.	
_____	* Specific information relating to child's special health care needs, including medications, disabilities, or special health conditions. 250.05(4)(a)4.	
_____	* Procedures to reduce the risk of sudden infant death syndrome, if the center is licensed to provide care for children under 1 year of age. 250.05(4)(a)5.	
_____	* Overview of the daily schedule, including meals, snacks, nap, and any information related to eating and sleep schedules of infants and toddlers. 250.05(4)(a)6.	
_____	* Review of center's procedures for dealing with emergencies. 250.05(4)(a)7.	
_____	* Plan for evacuating sleeping children, if night care is provided. 250.05(4)(a)9.	
_____	* The prevention and control of infectious diseases, including immunizations. 250.05(4)(a)10.	
_____	* The administration of medication. 250.05(4)(a)11.	
_____	* The handling and storage or hazardous materials and disposal of biocontaminants. 250.05(4)(a)12.	
_____	* Review of center policies required under 250.04(2)(e). 250.05(4)(a)13.	
_____	* Review of chapter DCF 250 Family Child Care Centers. 250.05(4)(a)14.	
_____	* Review of reporting requirements for the child care background check under s. DCF 13.07(3). 250.05(4)(a)15.	
Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: _____
_____	* ORIENTATION PLAN – Emergency back-up providers 250.04(2)(f)	
_____	* Procedure for ensuring that each time an emergency back-up provider is used the provider receives an orientation immediately before being left alone with children. The orientation shall contain: 250.05(4)(b)	
_____	* Names and ages of all the children in care. 250.05(4)(b)1.	
_____	* Arrival / departure information for each child and authorized pick up people. 250.05(4)(b)2.	
_____	* Location of children's files, including emergency contact information and consent for emergency medical treatment. 250.05(4)(b)3.	
_____	* Information on any children with special health care needs. 250.05(4)(b)4.	
_____	* Procedures to reduce the risk of sudden infant death syndrome (SIDS), if the center is licensed to care for children under one year of age. 250.05(4)(b)5.	

Name – Facility	Facility ID
-----------------	-------------

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised:
_____	* HEALTH 250.04(2)(e)4. Ill child exclusion guidelines. Isolation of ill children. When children may return to the center after being ill. Communicable disease reporting requirements. Minor injuries. Emergency medical procedures, including head injuries.	_____
_____	* Planned source of emergency medical care. 250.07(6)(k)4. Medical log procedures. Procedures for giving medications. Smoking is not permitted on the premises of the center or in a vehicle used to transport children when children are in care.	_____
_____	* SIDS risk reduction, if licensed to care for children under one year of age. 250.05(4)(b)5.	_____

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised:
_____	* NUTRITION 250.04(2)(e)5. Center meals and snacks must meet USDA Child and Adult Care Food Program (CACFP) guidelines. If parents provide food, inform parents of CACFP guidelines. Schedule of meals and snacks (no child may go longer than three hours without food). Food allergies. Special diets: medical condition or personal choice. Record of meals and snacks available for review. Participation in Child and Adult Care Food Program (CACFP). Snack for school-aged children, if applicable. Formula / breast milk / baby food, if applicable.	_____

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised:
_____	* DAILY ACTIVITIES 250.04(2)(e)6.	_____
_____	* Religious instruction or practices, if any. 250.04(2)(e)9. Planned activities appropriate to age / development of all children. Infant / toddler programming. School-age programming. Daily outdoor play. Whether swimming is a part of the center’s programming. Rest period will be provided for children under five years who are in care for 4 or more hours. Parent / provider will launder sleeping bag / mat after every 5 uses, or sooner, if necessary. Use of televisions / videos / DVDs. Field trips. Emergency information 250.08(2). Night care programming.	_____

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised:
_____	* CHILD GUIDANCE 250.04(2)(e)7. Positive guidance techniques.	_____
_____	* Appropriate ways to manage crying, fussing, or distraught children. 250.04(2)(e)7.	_____
_____	* Time-out procedures, if applicable (not used for children under age 3; no more than 3-minute duration). 250.07(2)(b)2. and 3. Prohibited actions.	_____

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised:
_____	* TRANSPORTATION 250.04(2)(e)8. Statement regarding whether the center provides transportation for any purpose. Use of public transportation, if any.	_____

Page No.	TRANSPORTATION 250.04(2)(e)8. (continued)
_____	* Field trips. Notification to parents of date, time, and destination. 250.04(2)(e)8. and 250.04(4)(c)4.
_____	* Procedure to ensure that no child is left unattended in a vehicle. 250.04(2)(e)8.
_____	* Procedure to track children and ensure their whereabouts are documented from the time child is picked up until the child is relinquished to a caregiver. 250.055(1)(L)
_____	* Transportation provided through a written or verbal contract with another individual or organization meets the requirements of this section 250.08(1)(c)
_____	* Procedure to ensure all children exit the vehicle after being transported including alarm information, if applicable. 250.08(7)(d)
_____	* Vehicle Insurance coverage. 250.04(2)(g) and 250.08(5)(c)
_____	Driver training before an individual can transport children, and annually thereafter. 250.08(4)(b)
_____	Annual review of driving record and vehicle inspection.
_____	Procedure for inspecting vehicle for safety and for ensuring that any required vehicle safety alarm is in operating condition.
_____	Procedure for ensuring the child is released to an authorized adult.
_____	Procedure for tracking children during an emergency.
_____	Behavior management techniques for use with children being transported.
_____	Procedure on the use of a cellular phone or other wireless communication device by the driver.
_____	Procedure on the use of navigation devices
_____	Procedure for sharing information with the driver on any special needs that a child being transported may have and the plan for how those needs are to be met.

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: _____
_____	* PETS 250.04(2)(e)10.	
_____	* Number, type, and location of pets or other animals located on the premises. 250.04(2)(e)10.	
_____	* Pet’s accessibility to children. 250.04(2)(e)10.	
_____	Supervision when animals are accessible to children.	
_____	* Insurance on the business operation if dogs and / or cats are accessible to the children. 250.04(2)(g)	
_____	Vaccination of pets.	
_____	Notifying parents in writing prior to the addition of new pets to the center.	

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: _____
_____	* EMERGENCY 250.06(3)	
_____	Emergency preparedness drills.	
_____	* Plan for taking appropriate action in the event of a lost or missing child. 250.06(3)(a)	
_____	* Plan for taking appropriate action in the event of a tornado / tornado warning. 250.06(3)(a)	
_____	* Plan for taking appropriate action in the event of a fire. 250.06(3)(a)	
_____	* Plan for taking appropriate action in the event of other emergencies (e.g. a flood; extreme heat or cold; a loss of building services, including no heat, water, electricity, or telephone; human-caused events, such as threats to building or its occupants; allergic reactions; vehicle accidents; or other circumstances requiring immediate attention). 250.06(3)(a)	
_____	* Evacuation of sleeping children during night care (10:00 p.m. to 5:00 a.m.), if applicable. 250.10(4)(a)	

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: _____
_____	* PERSONNEL , if applicable 250.095(2)(c)2.	
_____	* Implement and maintain a written personnel policy that contains: 250.095(2)(c)2.	
_____	* Hours of work, lunch, and break times. 250.095(2)(c)2.	
_____	* Holidays, vacations, sick leaves, leaves of absence. 250.095(2)(c)2.	
_____	* Probationary periods, performance evaluations, grievance procedures, and the disciplinary process. 250.095(2)(c)2.	
_____	* Procedure requiring staff to notify the licensee and the licensee to notify the department as soon as possible, but no later than the next business day, when any of the following occurs: a. The employee has been convicted of a crime; b. The employee has been or is being investigated by any governmental agency; c. The employee has a substantiated governmental finding against them; or d. A professional license held by the employee has been denied, revoked, restricted, or otherwise limited. 250.095(2)(c)2.	